

**Subject:** Friday, 9/8 - Mail Room Clean Out

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**Date:** 09/06/2017 11:56 AM

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Hi All:

Working jointly with CCA, we have designated Friday, September 8<sup>th</sup> at 10:30am to clean up and purge the mail room! The building will provide us with one (1) large garbage bin for our disposal. If you have any items stored in the mail room that you need to retain, please remove them no later than 10:00am on the 8th.

I will send out a calendar invite shortly.

Thank you for your cooperation!

Elisabeth